

**Quarterly Division Award**  
**Police Department**  
**Records Division**

On a daily basis I request numerous Police reports of incidents that have damaged city property or which may be the basis for a claim or lawsuit against the city. I normally request 15 or more reports every week, and the Police Records Division has established a very efficient system through their Help Desk that allows my requests to be prioritized, tracked, and sent to the City Attorney's Office in a timely manner. Over several years of handling claims against West Valley City, I have never had to ask twice for a report.

I am also very impressed by the speed at which the Records Division processes reports, especially when I found out how many reports they process over a year. As the attached statistical summary shows, Police Records Division processed more than 21,000 initial reports and 10,000 supplemental reports in 2007. Frequently I am able to get the report for a traffic accident on the same day or the day after it occurred which greatly improves my ability to discuss and negotiate claims with opposing parties.

I am grateful that these frequent requests are handled so professionally and without complaints because I could not be successful at my job without the support provided by the Police Records Division. This hard-working Division deserves to be recognized for the outstanding job they do.

Submitted by: Rachel White  
Legal Department